



**Title: Senior Labor Relations Analyst**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to provide professional and technical support for complex Labor Relations programs and processes. This is accomplished by administering all aspects of the District's drug and alcohol program in accordance with DOT/FTA regulations, representing the District in various resolution processes, advising department managers, supervisors and employees regarding interpretation and proper application of bargaining agreement provisions, ensuring compliance with negotiated terms and agreements, administering unemployment insurance process, researching and recommending changes to employee relations policies and administering department projects and other programs. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary. This position is responsible for directly or indirectly supervising staff.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Administers the District's drug and alcohol program as mandated by DOT/FTA regulations. Reviews applicable policies and procedures and makes recommendations for revisions. Oversees District's random testing process to ensure tests are completed and dispersed as required. Monitors vendors and contractors to ensure compliance with regulations. Conducts random field audits of selected vendors and contractors, identifies non-conformances and deficiencies and provides documented findings and recommendations for corrective actions to Director. Communicates and coordinates with other departments to ensure policies and guidelines are followed. Develops and/or administers training to current and new supervisors and employees. Coordinates with Director on oversight of the District's rehabilitation program (voluntary and involuntary). Represents the District in grievance arbitrations, discipline appeal hearings as well as grievance settlement discussions. Participates in negotiations and prepare language for collective bargaining provisions, memorandums of understanding and management proposals prior to and during negotiation process. Analyzes management and union proposals in order to determine cost and policy implications. Coordinates communication and	50%



		<p>implementation of negotiated changes with appropriate management and supervisors. Provides consultation, advice and training to management and supervisors on various labor relations issues including grievances, discipline and interpretation and application of collective bargaining provisions and workplace policies that affect represented employee groups. Communicates with representatives of recognized employee organizations to discuss compliance and interpretation of collective bargaining agreement provisions, memorandums of understanding and side agreements. Recommends selection of other members of the District negotiating teams. Develops and administers training on employee relations matters and processes. Administers unemployment insurance process including responding to claims, preparing District appeals and representing the District in appeal hearings.</p>	
2	S	<p>Analyzes data to develop and present reports, informational documents and statistical summaries to department, EMT and General Manager on labor and employee relations issues or programs such as employee availability, bargaining unit statistics and the District's drug and alcohol program. Ensures accurate compilation of required data to provide to the FTA annually. Provides ad hoc reports as needed. Provides analytical support to the Director for all collective bargaining activity by costing proposals to determine economic viability within Board authorized spending limits. Coordinates with other department management to obtain projections to include in analysis. Creates proposals for settlement reports. Conducts research and analytical studies on a variety of labor and employee relations programs and issues. Coordinates and expedites reports and program information from departmental input.</p>	25%
3	S	<p>Directly or indirectly supervises staff in Labor Relations, external departments or project teams by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Participates in the selection of staff, plans and coordinates training, plans and monitors the correction of deficiencies. In the case of direct support staff, writes, conducts and administers performance evaluations and associated corrective action/performance requirements.</p>	15%
4	S	<p>Plans, organizes and administers various special projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitors contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides</p>	10%



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recommendations for budget projections and assists with budget preparation and administration.
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**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Organizational Development, Labor/Industrial Relations or Economics.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of four (4) years of experience in labor and employee relations that may include administration of collective bargaining agreements, acting as a representative in negotiation and resolution processes, administration of disciplinary and grievance processes, conducting grievance and/or arbitration hearings, administration of drug and alcohol program, labor cost analysis or project management. Public sector experience is preferred..</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Principles and practices of human resource program administration.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• General methods of tactful public communication.</li> <li>• Principles and practices of statistical analysis.</li> <li>• EEO/AA and related labor and employment laws and regulations.</li> <li>• Union agreements.</li> <li>• Federal DOT and FTA Drug and Alcohol Testing Regulations.</li> <li>• Meyers-Miliias-Brown Act and other state and federal laws and court decisions regarding labor relations in the public sector.</li> <li>• Negotiation techniques and principles,</li> <li>• Practices, and process of dispute resolution and compensation administration.</li> <li>• Principles and practices of California public sector collective bargaining and public human resources management; principles of organization and management.</li> <li>• Federal, state, and local laws and regulations pertaining to public agencies in the areas of labor relations;</li> <li>• Modern complex legal principles, practices, and procedures of labor and administrative law, including arbitration rules and procedures and collective bargaining procedures; and State, and federal court procedures;</li> <li>• Public sector employee relations, typical provisions of collective bargaining agreements and public employee labor laws;</li> <li>• Established legal precedents and sources of legal reference applicable to the District’s operations;</li> <li>• Techniques for investigating, analyzing, and resolving employee grievances;</li> <li>• Collaborative problem solving;</li> <li>• Principles and practices of public personnel administration, management analysis, organization, budget, and communication;</li> <li>• Principles of supervision, training, motivation, performance evaluation, and discipline.</li> </ul>



<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Prioritize and deal with conflicting workload requirements.</li> <li>• Handle all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>• Read, analyze, and interpret District policies, professional journals, technical publications and government regulations.</li> <li>• Write reports, business correspondence, and procedure manuals.</li> <li>• Effectively present information and respond to questions from groups, managers, customers, and the general public.</li> <li>• Deal with difficult people and situations.</li> <li>• Learn departmental systems, methods, tasks, and procedures.</li> <li>• Speak clearly and communicate messages to appropriate individuals.</li> <li>• Organize information clearly and precisely.</li> <li>• Apply customer service skills, representing the District in a positive way.</li> <li>• Extract information from reports and transfer to other documents.</li> <li>• Provide professional level support in employee relations program areas, including, labor relations, CBA administration and training.</li> <li>• Manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.</li> <li>• Prepare written reports and correspondences, and presentations to senior leadership as required.</li> <li>• Build and maintain positive relationships internally and externally.</li> <li>• Excellent written and verbal communications skills.</li> <li>• Proven leadership.</li> <li>• Exercise sound judgment and make decisions in a manner consistent with the essential job functions.</li> <li>• Understand, interpret, and apply appropriate provisions of applicable laws, ordinances, policies, rules, regulations, CBAs and memoranda of understanding.</li> <li>• Collect and analyze information.</li> <li>• Project consequences and financial costs of proposed actions, and make and support recommendations and positions.</li> <li>• Develop a course of action that will achieve the objectives of opposing parties.</li> <li>• Exercise independent judgment.</li> <li>• Speak to groups.</li> <li>• Establish and maintain working relationships with a variety of individuals and groups.</li> <li>• Use tact and persuasion under pressure in extremely controversial and</li> </ul>



confrontational situations.

- Prioritize and organize multiple activities.
- Prepare written agreements and reports.
- Conduct research; prepare and present advocacy materials in a clear and concise manner, both orally and in writing.
- Prepare and present arguments clearly, persuasively, and logically.
- Take initiative, reason logically, and be creative in developing and introducing new ideas; use initiative and good judgment.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Work effective under stressful situations involving confrontation and conflict.
- Persuade, justify, and project the consequences of decisions and/or recommendations.
- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff.
- Effectively supervise subordinate staff.
- Meet deadlines.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site; observing work duties; Communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; Step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving; operating dictaphone
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, scanner, copier, personal vehicle, computer and associated hardware and software.





**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.